



COUNTY OF SAN DIEGO

Leon L. Williams San Diego County Human Relations Commission

Agenda Item

Date: August 6, 2020

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To: Leon L. Williams San Diego County Human Relations Commission

Subject:

INTRODUCTION OF COMMISSION MEMBERS AND STAFF

Overview

The Commission members introduced themselves at the July 28, 2020 meeting. Since that meeting, there are two new members to the Commission. In addition, we had two members unable to introduce themselves at the last meeting. This Agenda item provides time for the four (4) Commission Members to introduce themselves in their own personal way to their colleagues.

The Interim Chair and Interim Vice-Chair ask Commission Members to spend up to three (3) minutes introducing themselves and provide the following for guidance about what you may want to include:

- Examples of community work;
- Experience in the community;
- What you are passionate about;
- Share a personal bit of information about yourself;
- Share any demographic information you would like others to know about yourself;
- Provide a fun fact about yourself.

Staff supporting the Commission will also introduce themselves.

Originating Department

Office of Ethics and Compliance

Contact Person(s):

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174



COUNTY OF SAN DIEGO

Leon L. Williams San Diego County Human Relations Commission

Agenda Item

Date: August 11, 2020

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To: Leon L. Williams San Diego County Human Relations Commission

Subject:

BROWN ACT PRESENTATION

Overview

A brief Brown Act overview was provided at the July 14, 2020 meeting. Commission members expressed a need for more foundational information and training so that the members are aware of the rules that govern them and their actions. Today, additional Brown Act training is being presented by Chief Deputy Rachel Witt.

Originating Department

Office of County Counsel

Contact Person(s):

Rachel Witt, Chief Deputy County Counsel
(619) 531-4860



COUNTY OF SAN DIEGO

Leon L. Williams San Diego County Human Relations Commission

Agenda Item

Date: August 11, 2020

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To: Leon L. Williams San Diego County Human Relations Commission

Subject:

**COMMISSION INPUT ON REQUIREMENTS, BACKGROUND, AND
EXPERIENCE IN A REQUEST FOR PROPOSAL FOR A CONSULTANT WHO
CAN ADVISE THE COMMISSION IN DEVELOPING THE MISSION OF THE
OFFICE OF EQUITY AND RACIAL JUSTICE**

Overview

On June 23, 2020 (27), the Board of Supervisors established the Office of Equity and Racial Justice. As part of establishing that Office, the Board of Supervisors directed the Leon L. Williams San Diego County Human Relations Commission (Human Relations Commission/Commission/HRC) to develop the mission statement for the Office of Equity and Racial Justice. The Board also directed the Chief Administrative Officer to engage the services of a consultant to assist the Commission in the development of that mission statement, and to report back to the Board at the September 15, 2020 meeting.

On July 14, 2020 (G.4.), staff presented to the Commission the Overview of the Consultant Request for Proposal Process and Request for Commission Input on Requirements, Background, and Experience of the Consultant. At that meeting, the Commission began discussion and asked the item to return at a future meeting for further discussion. In addition, some members expressed wanting to wait until the full commission was seating so that they could provide input. Staff is asking the Commission for their input at this time so staff can timely report back to the Board of Supervisors at the September 15th meeting with the status of the consultant.

Today's request is for the Commission to provide input for consideration regarding the criteria. Staff will return at a future date seeking the Commission's selection of members to serve on the Source Selection Committee. In light of the Board's direction and timeline, Commission input is requested at this meeting so the services of a consultant can occur in a timely fashion.

The following are the General Requirements and the Background and Experience criteria for which we seek the Commission's input:

General Requirements

- Consultant shall survey nationwide best practices for the development of an Office of Equity and Racial Justice (OERJ) for the County of San Diego and present same to the Human Relations Commission.
- Consultant's survey of nationwide best practices shall include looking at government entities of similar size and demographics as the County of San Diego.
- Consultant will facilitate discussion of the Human Relations Committee in developing the mission statement for the Office of Equity and Racial Justice.
- Consultant will provide information regarding equity, inclusion, systemic racism, and racial justice within the San Diego County environment to the Human Relations Commission as part of its facilitation of developing a mission statement.
- Consultant shall meet with the Human Relations Commission and any associated sub-committees as needed in furtherance of facilitating development of the mission statement.
- Consultant shall produce the mission statement as developed by the Human Relations Commission.
- Consultant shall advise as requested by the Human Relations Commission, which may include implementation of recommendations related to the mission statement and needs of the OERJ.
- Consultant shall facilitate and solicit community input regarding the mission statement and the OERJ, when and as requested by the HRC.

Background & Experience

- Demonstrated experience in the field of inclusiveness and diversity training and consulting.
- Experience working with government entities, public sector boards, commissions, committees, or other large organizations, with focus on equity, inclusion, diversity, systemic racism, and racial justice, to develop, review, or enhance equity and inclusion within those institutions.
- Understanding of Ralph M. Brown Act requirements and experience working with public entities subject to the Act.



COUNTY OF SAN DIEGO

Leon L. Williams San Diego County Human Relations Commission

Agenda Item

Date: July 14, 2020

G.4.

To: Leon L. Williams San Diego County Human Relations Commission

Subject:

OVERVIEW OF THE CONSULTANT REQUEST FOR PROPOSAL PROCESS AND REQUEST FOR COMMISSION INPUT ON REQUIREMENTS, BACKGROUND, AND EXPERIENCE OF THE CONSULTANT

Overview

On June 23, 2020 (27), the Board of Supervisors established the Office of Equity and Racial Justice. As part of establishing that Office, the Board of Supervisors directed the Leon L. Williams San Diego County Human Relations Commission (Human Relations Commission/Commission/HRC) to develop the mission statement for the Office of Equity and Racial Justice. The Board also directed the Chief Administrative Officer to engage the services of a consultant to assist the Commission in the development of that mission statement, and to report back to the Board at the September 15, 2020 meeting.

Staff is preparing the Request for Proposal and welcomes the Commission's input on the general requirements and required background and experience. Today staff will present an overview of the process related to Requests for Proposals, the timeline estimated for this Request for Proposal, the requirements for which the Commission's input is sought, and avoiding potential conflicts of interest. In light of the Board's direction and timeline, Commission input is requested at this meeting so the services of a consultant can occur in a timely fashion.

Action Item:

Provide input for consideration on the general requirements and required background and experience for the Request for Proposal for a consultant to assist the Commission in developing the mission statement for the Office of Equity and Racial Justice.

Timeline for Request for Proposal

Pending today's input, the planned schedule will be to publish the RFP within one week of this meeting. The RFP will be open for responses for approximately three weeks from the posting date. This schedule will allow evaluation to begin in early August, which may provide for a Notice of Intent to Award (NOI) prior to the BOS meeting date of Sept 15.

Requirements, Background and Experience

The following are the General Requirements and the Background and Experience criteria for which we seek the Commission's input:

General Requirements

- Consultant shall survey nationwide best practices for the development of an Office of Equity and Racial Justice (OERJ) for the County of San Diego and present same to the Human Relations Commission.
- Consultant's survey of nationwide best practices shall include looking at government entities of similar size and demographics as the County of San Diego.
- Consultant will facilitate discussion of the Human Relations Committee in developing the mission statement for the Office of Equity and Racial Justice.
- Consultant will provide information regarding equity, inclusion, systemic racism, and racial justice within the San Diego County environment to the Human Relations Commission as part of its facilitation of developing a mission statement.
- Consultant shall meet with the Human Relations Commission and any associated sub-committees as needed in furtherance of facilitating development of the mission statement.
- Consultant shall produce the mission statement as developed by the Human Relations Commission.
- Consultant shall advise as requested by the Human Relations Commission, which may include implementation of recommendations related to the mission statement and needs of the OERJ.
- Consultant shall facilitate and solicit community input regarding the mission statement and the OERJ, when and as requested by the HRC.

Background & Experience

- Demonstrated experience in the field of inclusiveness and diversity training and consulting.

Resolution No: 20-054
Meeting Date: May 19, 2020 (26)

**RESOLUTION OF THE BOARD OF SUPERVISORS
ESTABLISHING THE LEON L. WILLIAMS SAN DIEGO
COUNTY HUMAN RELATIONS COMMISSION**

WHEREAS, San Diego County Human Relations Commission (Relations Commission) was formed several decades ago to study ways to promote positive human relations, respect, and integrity in the community of San Diego County; and

WHEREAS, the Relations Commission ceased to meet and was defunded in the late 1990s due to lack of public interest and involvement; and

WHEREAS, in 2018, the Board of Supervisors was amended to delete the provisions establishing the Relations Commission and dissolved the Relations Commission; and

WHEREAS, in recognition of Human Rights Day, which is observed every year on the tenth day of December, the anniversary of the day that the United Nations General Assembly adopted, in 1948, the Universal Declaration of Human Rights; and,

WHEREAS, the Board of Supervisors wishes to establish a Human Relations Commission to support the idea that all human beings are born free and equal in dignity and rights; and,

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. Human Relations Commission. It is the policy of San Diego County to promote public health, welfare, and security. Therefore, the Board of Supervisors (Board) now establishes the Leon L. Williams San Diego County Human Relations Commission (Commission) to promote positive human relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status.

SECTION 2. Number and Appointment of Commission. The Commission shall consist of thirty-one (31) voting members. Each member of the Board shall nominate three Commissioners, at least one of whom shall be a youth (age 16-24), who are confirmed by the Board. In addition to the fifteen (15) Board nominated Commissioners, there shall also be the following Commissioners:

1. District Attorney or designee;
2. Sheriff or a designee;
3. Jewish Family Services designee;
4. The San Diego LGBT Community Center designee;
5. International Rescue Committee designee;
6. San Diego Rapid Response Network designee;

1. Death of the incumbent;
2. Resignation of the incumbent;
3. Removal at the pleasure of the appointing or nominating authority;
4. Ceasing of the incumbent to be a resident of the County of San Diego; or
5. Incumbent's absence from more than one-third of the regularly scheduled meetings in any 12 months or three consecutive regular meetings. When a vacancy occurs as the result of missing one-third of regularly scheduled meetings in one 12-month period or three consecutive regular meetings, both the member and the appointing Supervisor shall be notified of the vacancy by the Chairperson.

Vacancies shall be filled by the applicable nominating or appointing authority specified in Section 2.

SECTION 6. Organization.

1. Officers. The Commission shall select annually from its membership a Chairperson and a Vice-Chairperson and any other officers it deems necessary.
2. Rules. The Commission shall prepare and adopt the necessary rules and regulations for the conduct of its business. These rules and regulations are to be approved by the Board of Supervisors.
3. Quorum. A majority of members currently appointed to the Commission shall constitute a quorum. A majority of members shall be required to carry any motion or proposal.
4. Minutes. The Commission shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board.
5. Meetings. The Commission shall be subject to the Ralph M. Brown Act. The Commission shall establish a regular meeting schedule and shall give public notice of the time and place of meetings. All meetings of the Commission, including any ad hoc committees or other committees appointed by the Commission, shall be open and public and all persons shall be permitted to attend any meetings of the Commission, including any ad hoc committees or other committees appointed by the Commission. The location of Commission meetings, including those of any ad hoc committees or other committees appointed by the Commission, shall be determined with consideration for equal and fair access for persons residing in all areas of the County, and for geographical, social or economic interest in matters to be considered at a particular meeting.

SECTION 7. Establishment of Committees.

1. Ad Hoc Committees. The Commission may appoint committees to carry out the functions and duties of the Commission. Any committee appointed shall consist of not fewer than three members, including at least one Commission member. The actions and recommendations of committees shall not be deemed the action of the Commission and shall in no way bind the Commission or its members. The committee shall cease to exist on completion of its assignment.

ON MOTION of Supervisor Fletcher, seconded by Supervisor Jacob, the above Resolution was passed and adopted by the Board of Supervisors, County of San Diego, State of California, on this 19th day of May 2020, by the following vote:

AYES: Cox, Jacob, Gaspar, Fletcher, Desmond

STATE OF CALIFORNIA)
County of San Diego)^{SS}

I hereby certify that the foregoing is a full, true and correct copy of the Original Resolution entered in the Minutes of the Board of Supervisors.

ANDREW POTTER
Clerk of the Board of Supervisors

By: _____

Teresa Zurita, Deputy



Resolution No. 20-054
Meeting Date: 05/19/20 (26)

**COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
TUESDAY, JUNE 23, 2020**

MINUTE ORDER NO. 27

**SUBJECT: FIGHTING FOR COMMUNITIES OF COLOR: ESTABLISHING AN
OFFICE OF EQUITY AND RACIAL JUSTICE (DISTRICTS: ALL)**

OVERVIEW

Recent events in America have sparked difficult and much-needed conversations surrounding race and racism. Many of us were forced to look introspectively and face challenging realities about our own biases. White people in America have unearned privileges that people of color in our nation do not. These privileges present themselves in situations where race becomes a determining factor in access to opportunity and the ability to have access to life, liberty, and the pursuit of happiness.

Addressing these disparities through the lens racial of justice ensures we can begin to change inequities systematically. Racial inequities are prevalent in all communities--in some more than others--that is why a "one size fits all approach" is wrong.

There are clear differences between equity and equality. Equality is giving every person that "one size fits all approach" when they may need more resources, services or access. Equity is analyzing and evaluating the situation, community or individuals and coming up with an approach that will address their most urgent needs in a manner that allows them to be able to have resources, services, or access without additional societal barriers put in front of them. We need to address this.

Establishing an Office of Equity and Racial Justice cannot solve all societal problems nor all of the disparities that exist our nation, but it can include people in County government and use their voices to help shape policy and inform budget processes. As we continue to plan our response to, and recovery from, COVID-19, we need to work with all residents in our region to ensure that our County is responding to each community appropriately and addressing their needs. Our County can and should collaborate and work with organizations and agencies to engage with trusted community organizations to ensure that we can work to establish more equitable programs, services, and accessible resources to all.

I am asking for your support in directing the Chief Administrative Officer to establish an Office of Equity and Racial Justice, identify funding and staff resources to include in the upcoming budget and report back to the Board within 90 days on the structure, scope, roles, and responsibilities of the newly established office, including, but not limited to, priorities and budget-making process, manage oversight of Human Relations Commission, collaborate with county departments and the community to streamline and enhance restorative justice practices. It is my belief that if we stay focused on these objectives, we can chip away at existing inequities in our region

ON MOTION of Supervisor Cox, seconded by Supervisor Desmond, the Board of Supervisors established the Office of Equity and Racial Justice, directed the Chief Administrative Officer to refer the formation of the San Diego County Office of Equity and Racial Justice to the Leon L. Williams Human Relations Commission to develop a mission statement for the Office, directed the Chief Administrative Officer to work with a consultant to assist with the development of the mission statement and seek community input, and requested the Chief Administrative Officer to report back to the Board on September 15, 2020, with a progress update and recommendations for staffing the Office.

AYES: Cox, Jacob, Gaspar, Fletcher, Desmond

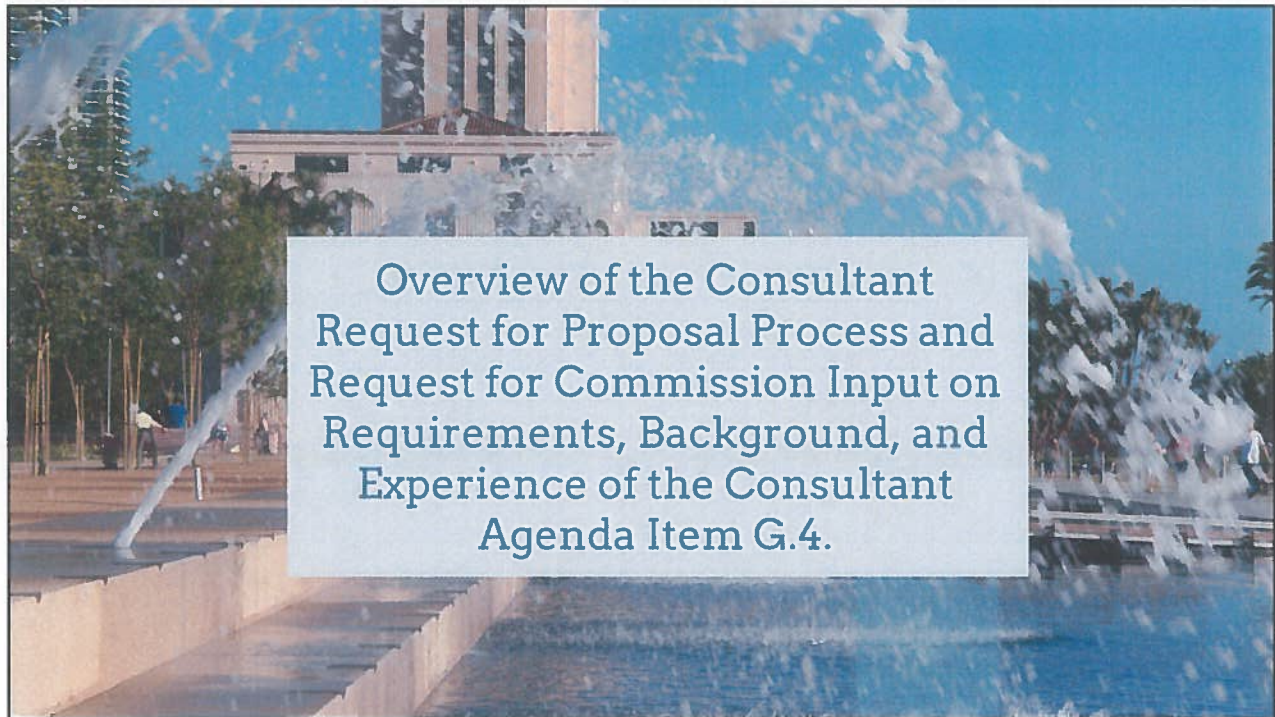
State of California)
County of San Diego) §

I hereby certify that the foregoing is a full, true, and correct copy of the Original entered in the Minutes of the Board of Supervisors.

ANDREW POTTER
Clerk of the Board of Supervisors



Signed
by Marvice Mazyck, Chief Deputy



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The Evaluation



- A Source Selection Committee (SSC) performs an impartial, objective, and comprehensive evaluation of each proposal
 - Balanced appraisal using knowledge and expertise
 - Uses the evaluation criteria
 - Identifies strengths and weakness
 - Determine the most advantageous proposal, price and other factors considered ... best value to the County
- Seek clarifications, conduct discussions, and request revised proposals as necessary to obtain the best value for the County
- Make an award recommendation

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Roles



- Source Selection Authority (SSA)
 - Appoints SSC
 - Reviews SSC recommendations
- Source Selection Committee (SSC)
 - Voting Members
 - Technical Advisors
- Contracting Officer (CO)
- County Counsel
- Risk Management

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Evaluation Process



- Consensus evaluation
 - Evaluate each proposal independently using the criteria and standards
 - Provide relevant and detailed comments that support the scoring
 - Develop SSC Report with summary and recommendations.
 - Explanation of why the recommendation is the best value to the County
 - Will become a public document
- Individual preparation for consensus discussions
 - Individual review of the RFP and proposals
 - Make notes (working draft of evaluation tool recommended)
 - Identify strengths, weaknesses, clarifications needed, and items for discussion

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Evaluation Process



- CO may obtain clarifications from Offerors
 - Written requests – some or all Offerors
 - Offeror presentations – all Offerors in competitive range
 - All clarifications must be through the CO
- May establish a more limited competitive range at any point in the evaluation process
 - Most highly rated proposals, which have a reasonable chance of selection for award
- May enter into discussions with Offerors within the competitive range
 - SSC Chair and CO will create a negotiation team
 - Frequently followed by a request for revised proposals or BAFO (Best And Final Offer)

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Conflict of Interest (COI)



- A public official has a financial interest in a decision ... if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her immediate family, or on any of the following:
 - (a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
 - (b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.

(For the purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.)

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Conflict of Interest (COI)



- (c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in the value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- (d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- (e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating [the gift threshold established by the CA Fair Political Practices Commission (\$500 through December 2020)] or more provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made...

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Conflict of Interest (COI)



- California Political Reform Act
 - <http://www.fppc.ca.gov/the-law/the-political-reform-act.html>
- Government Code 1090
 - https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=4.&title=1.&part=&chapter=1.&article=4
- San Diego County Administrative Code Article III, Sec. 67
 - http://library.amlegal.com/nxt/gateway.dll?f=templates&fn=default.htm&vid=amlegal:sandiegoco_ca_mc

This SSC briefing provides a summary of some applicable rules and laws regarding the conduct of SSC Members. It is not, however, legal advice and if a member believes that they may have a conflict of interest or other legal reason that they cannot serve, they should promptly notify the CO, and as necessary, seek legal advice from their own attorney.

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Confidentiality



- The County has the right to withhold information regarding this procurement until after award, including:
 - Number of proposals received
 - Names of the offeror(s)
 - Competitive technical or pricing information
 - County evaluation or negotiation concerns and strategies
- SSC participants are precluded from releasing any information concerning evaluations to anyone who is not participating in the evaluation, except as specifically allowed for in the process.
 - Process cannot provide an Offeror any unfair advantage. Receiving unequal information can lead to such an advantage.
 - The Offeror knowing who they are competing against, that they are the only Offeror, or that they County favors their proposal weakens the County's position for negotiations.

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General Requirements



- Consultant shall meet with the Human Relations Commission and any associated sub-committees as needed in furtherance of facilitating development of the mission statement.
- Consultant shall produce the mission statement as developed by the Human Relations Commission.
- Consultant shall advise as requested by the Human Relations Commission, which may include implementation of recommendations related to the mission statement and needs of the OERJ.
- Consultant shall facilitate and solicit community input regarding the mission statement and the OERJ, when and as requested by the HRC.

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Background and Experience



- Demonstrated experience in the field of inclusiveness and diversity training and consulting.
- Experience working with government entities, public sector boards, commissions, committees, or other large organizations, in which the focus on equity, inclusion, diversity, systemic racism, and racial justice, to develop, review, or enhance equity and inclusion within those institutions.
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